



# Regulatory Programs Internship

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**To:** 1<sup>st</sup> Year Graduate Students OR 3<sup>rd</sup> or 4<sup>th</sup> Year Undergraduate Students

*Disciplines of particular relevance: Public Administration*

*Government*

*Political Science*

*Business Administration/Management*

*Criminal Justice*

**Dates:** Spring – Summer 2013

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This is a funded internship with the Virginia Department of Professional and Occupational Regulation (DPOR), an executive branch agency under the Secretary of Commerce and Trade. DPOR oversees 17 policy boards comprised of practitioners and citizens appointed by the governor, responsible for regulating certain professions and occupations as determined by the General Assembly. Our 200 employees serve more than 300,000 individuals and businesses across 167 license types, ranging from architects and contractors to cosmetologists and professional wrestlers.

The selected individual will act as a Regulatory Programs Intern within DPOR's Regulatory Programs and Compliance Section, supporting staff of the Board for Barbers and Cosmetology and the Board for Hearing Aid Specialists and Opticians in accomplishing program goals.

The intern, under the direction of the boards' Executive Director, will assist and/or be exposed to aspects of board administration and procedure; regulatory, legislative, and public affairs; and licensing operations. Dependent on the intern's knowledge and interest, the selected individual will have the opportunity to participate in several of the following assignments:

- Assist with developing monitoring strategies to identify false/fraudulent information in order to uphold license integrity.
- Conduct research into best/current practices for regulating various professions/occupations/activities.
- Assist with reviews of current regulations.
- Ensure forms and applications comply with regulations and statutes.
- Assist in identifying needed efficiency improvements within licensing work units and recommend potential revisions to work flow.
- Perform other duties as assigned.

### **Preferred KSAs**

- Excellent organizational skills
- Ability to coordinate multiple schedules, priorities, tasks, and deadlines
- Ability to identify and analyze problems, formulate solutions
- Strong oral and written communication skills
- Ability to work independently
- Ability to interpret and apply law and regulation
- Ability to conduct research
- Fluency in Microsoft Office

This internship is designed for 24-36 hours per week for 10-12 weeks, but other arrangements will be considered. Level of education and training will determine the extent of responsibilities assigned. Successful candidates will be subject to a criminal background check and must disclose any current professional or occupational registration, certification, and licenses held.

### **HOW TO APPLY**

***Interested persons should submit a resume and a writing sample  
no later than April 16, 2013 to:***

Rhonda G. Starr, Internship Coordinator  
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